

Learn about Diplomatic Careers & Support Outreach and Recruitment in the Bay Area/Pacific Northwest



Project Title	Learn about Diplomatic Careers & Support Outreach and Recruitment in the Bay Area/Pacific Northwest
Project Summary	Assist Diplomat-in-Residence (DIR) for the Northwest Region (AK, northern CA, Oregon, Washington) in recruiting diverse, competitive candidates to manage modern diplomatic challenges, while supporting Department of State outreach on student internships, and Civil and Foreign Service career paths.
Country	United States

Project Description

Collaborate with DIR Northwest to inform and engage audiences on student opportunities and Civil and Foreign Service careers. Duties include:

- Research and identify key influencers at educational institutions, local government entities, and nongovernmental organizations to promote our outreach efforts.
- Maintain and update list of contacts for career services/faculty/staff influencers on university campuses, professional organizations, and military bases in the DIR region.
- Customize posters, presentations, and handouts as needed, and assist with scheduling, arranging, and advertising the DIR's events and programs.
- As practical, observe events, and assist with registration, taking photos, and posting on social media at events.
- Develop social media content of interest for the Northwest Region, and conduct data analysis and track metrics to measure outcomes.

Students in AK, northern CA, OR, and WA may apply; preference will be given to those with 2 years at their institution.

Required Skills or Interests

Skill(s)

Cultural diplomacy

Data analysis

Editing and proofreading

Marketing

Research

Writing

Additional Information

You will be part of a dynamic and exciting team of U.S. Department of State Diplomats-in-Residence, Washington-based Recruiters, and interns across the country working to attract, identify, and encourage young people and career professions to become the next generation of professionals conducting and supporting U.S. diplomacy. You will be able to contribute your energy and skills to assist the Department in meeting its workforce needs for the future. You will gain first-hand knowledge of how the U.S. Department of State recruits candidates for the U.S. Foreign Service, Civil Service, internships, and the Consular Fellows Program.

1) Unpaid Internship: Please note that accepting an internship for the Diplomat in Residence creates no financial obligation for the U.S. Department of State. These are considered unpaid internships, similar to those we offer in the U.S. Department of State or Embassies and Consulates abroad. The State Department provides no transportation, salary, housing, or other financial support. Certain universities may or may not provide interns with academic credit.

2) Harassment: The U.S. Department of State is an Equal Opportunity Employer. The Department does not tolerate harassment of any kind. In accordance with the Foreign Affairs Manual (3 FAM 1525), you should immediately report any inappropriate conduct both to appropriate university offices and the U.S. Department of State's Office of Civil Rights at SOCR_Direct@state.gov

Language Requirements

None